



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY**  
**NORTH ATLANTIC TREATY ORGANIZATION**  
**APO AE 09705**

REPLY TO  
ATTENTION OF

ACCT-CG

2 November 2001

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: United States Army, North Atlantic Treaty Organization (USANATO), Fiscal Year 2002 (FY02) Retention Program Policy**

1. This memorandum announces the USANATO, FY02 Retention Program Policy. Command Retention objectives will be announced in a separate memorandum.
2. The goals of the USANATO, FY02 Retention Program emulate the Army's program and are:
  - a. Obtain maximum command involvement in the Retention Program.
  - b. Reenlist high quality soldiers consistent with Army needs and assigned objectives.
  - c. Support force alignment objectives by reenlisting soldiers out of overage into shortage MOSs.
  - d. Access quality soldiers into Reserve Component Troop Program Units.
  - e. Provide adequate referrals to the ROTC Green to Gold Program and US Military Academy Preparatory School.
3. The foundations upon which the FY02 program is based:
  - a. Retention in the Army is a privilege.
  - b. Only those soldiers, who have demonstrated, through their performance and manner of conduct, the potential for future development, will be offered the reenlistment privilege.
  - c. Regular Army Reenlistments and Reserve Component Enlistments are significant events that demonstrate an individual's commitment to the service of our Nation. These ceremonies must be conducted professionally and in a manner meaningful to the soldier. Commanders should use every means available to publicize the event and coordinate the ceremony in accordance with Appendix D of AR 601-280.

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d. Commanders' override provisions will continue in FY02. Override provisions should be used judiciously, and only in those cases where the Army may lose an extremely high quality soldier. Commanders will also ensure that soldiers in the rank of PFC through SGT are permitted to submit exceptions to existing programs, if merited.

4. The following major changes to policy remain in effect for FY02:

a. Due to Army concerns for shortages in career status soldiers, the Army has re-instituted the career mission category. Commanders and Career Counselors are reminded that career soldiers not on indefinite status will receive the counseling outlined in AR 601-280.

b. In support of the Warrant Officer Candidate Program, subordinate commands will receive credit for enlisted soldiers accepted into the program when a Career Counselor makes the referral and assists the soldier in the application process. Mission credit will fall under the special programs process outlined in paragraph 5d of this memorandum.

c. Career counselors who achieve their FY02 ETS mission by the end of the 2d Qtr FY02 will receive personal recognition from ODCSPER at the end of the FY. Further instructions will be provided separately.

d. Soldiers who reenlist within 3 months of ETS will receive limited options as announced by PERSCOM.

5. USANATO mission management and awards:

a. To be eligible for the annual USANATO award, organizations missioned by this headquarters must achieve or exceed the assigned objective in each missioned category. Because of continued concerns over end strength and our small Reserve Component (RC) market, the FY02 ETS and RC missions should receive high priority. Although the mission is cumulative, the command's standard is that each command will achieve a minimum of 100% in each missioned category, quarterly.

b. Regular Army reenlistment credit will be awarded based on confirmations. Special attention will be given to confirming all extensions and reenlistments after the soldier reenlists, to include careerists. Unless the reenlistment transaction successfully processes, the reenlistment is not credited toward mission accomplishment. Verification and accuracy of reenlistment transactions should be a major area of command involvement. Reenlistment credit will continue to be awarded for soldiers participating in the Bonus Extension and Retraining (BEAR) Program. Organizations must submit a list of BEAR participants and special program referrals to USANATO, ATTN: ACRT, at the end of each month in order to assure proper credit is awarded.

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c. Reserve Component credit will be awarded immediately during the quarter when an enlistment or transfer packet has been completed on the soldier and packet completion date entered. Non-missioned accessions such as soldiers in the rank of PFC, SSG, or higher and officers will count toward credit. Organizations have the responsibility to ensure that accessed soldiers ultimately ship to the RC upon separation from the Regular Army. Soldiers who contracted with the RC will be monitored to ensure counselors are adequately processing soldiers into the RC.

d. The Army Retention Program has the responsibility to refer soldiers to the ROTC Green to Gold Program and the U.S. Military Academy Preparatory School (USAMAPS). These "Special Programs" will be monitored separately. For FY02 no specific numerical special programs mission will be issued; however, referrals to these programs are important. Therefore, confirmed referrals that are accepted into either the Green to Gold Program or the USAMAPS will count for reenlistment credit in the appropriate category once the assigned RA, RC, and FY ETS missions are accomplished.

e. Reenlistment eligibility codes (ERUP Codes) incorrectly reflected on the eligibility roster will not be adjudicated. The reenlistment eligibility codes are an organizational responsibility and should be monitored on a regular basis to ensure fair share missioning.

f. Commanders at all levels are encouraged to establish additional incentives that enhance attainment of HQDA goals.

g. Commanders should encourage soldiers in an over-strength MOS or balanced MOS, with promotion stagnation, to retrain to a shortage MOS, which should improve their promotion opportunity and readiness.

6. Your full support is also solicited in assisting officers, particularly nurses, who elect separation and desire to affiliate with the Reserve Components. Although there is no mission for officers, critical unit vacancies exist in both the Army Reserve and Army National Guard. The Army leadership has special interest in filling these vacancies.

7. FY01 was a success due to the involvement by Commanders, leaders, and Career Counselors at all levels. FY02 will present renewed challenges, as our Army continues to meet global and domestic commitments. It is essential that leaders keep soldiers informed of changes as they develop, eliminate unfounded rumors, and continue to assure soldiers that an Army career, whether Active or Reserve Component, is a fulfilling one.

8. Specific questions concerning the FY02 program should be addressed through the retention personnel at the appropriate Organizational Retention Office, which will communicate with USANATO.

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9. The USANATO points of contact for organizational inquiries is SGM Gallegos and MSG Nero at DSN 423-5534/4338.



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